



## **Public Participation in Library Board Meetings Policy**

The Board of Trustees of the Gates Public Library encourages and welcomes comments from Gates residents at the beginning of regular meetings. All Board meeting notices are posted on the library website. Library board meetings are for the conduct of Library business. New York State's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings.

Comments from Gates residents to the Library Board are welcome; residents must register with the Secretary to the Library Director and will be recognized to speak in the order in which they registered. Registration must be completed prior to the meeting being called to order. Visitors to the Board meetings will be recognized by the Board President and asked to state their name and address.

At the start of a meeting, a maximum of 30 minutes is allowed for public comments. Individual participation is limited to three (3) minutes.

Residents may comment on any library-related subject. Discussion of matters irrelevant to library business is not permitted. The Board reserves the right to limit the public comment period when inappropriate topics are discussed.

The Board reserves the right to comment after a statement has been completed or to immediately move on to the next speaker.

### **Procedures for Public Comment Period**

To address the Board:

- Register your name and address with the Secretary to the Library Director prior to the meeting being called to order. Call 585-428-8046 to register prior to the meeting date.
- Stand when your name is called.
- State your name and address clearly for the record.
- Make your statement to the Board. You will have three minutes to speak. You will be notified when your time has elapsed.
- Return to your seat or leave the room when you are finished or when you are informed that your time is up.
- Please keep your comments civil and polite.

Adopted by the Gates Public Library Board of Trustees: May 18, 2022 | Revised June 26, 2024